

Initial LogOn

1.	Enter the desired information into the User ID field. (Note: This is your Employee ID). Enter a valid value, e.g. " 000003333 "
2.	Click the <u>Forgotten or No Password</u> button. 
3.	Click the <u>Address/Contact</u> tab. 
4.	Enter the desired information into the <u>Address-1</u> field. Enter a valid value, e.g. " DHS USCG PSC TVL DEPT ".
5.	Press [Tab]
6.	Enter the desired information into the <u>City</u> field. Enter a valid value, e.g. " topeka ".
7.	Enter the desired information into the <u>State/Country</u> field. Enter a valid value, e.g. " ks ".
8.	Enter the desired information into the <u>Zip Code</u> field. Enter a valid value, e.g. " 66603 ".
9.	Enter the desired information into the <u>Phone</u> field. Enter a valid value, e.g. " 785-339-2200 ".
10.	Click the <u>Primary Email Address</u> option. <input type="checkbox"/>
11.	Press [Tab] .
12.	Enter the desired information into the <u>Primary Email Address</u> field. Enter a valid value, e.g. " MEMBER@UNIT.USCG ".
13.	Press [Tab] .
14.	Press [Tab] .
15.	Enter the desired information into the <u>Secondary Email Address</u> field. Enter a valid value, e.g. " MEMBER@HOME.COM ".
16.	Click the <u>T-Pax Information</u> tab. 
17.	Enter the desired information into the <u>New Logon Password - Enter</u> field. Enter a valid value, e.g. " abcd1234 ".
18.	Enter the desired information into the <u>New Logon Password - Re-enter</u> field. Enter a valid value, e.g. " abcd1234 ".

Job Aid



19.	Enter the desired information into the New Secondary Password - Enter field. Enter a valid value, e.g. " 1234abcd ".
20.	Enter the desired information into the New Secondary Password - Re-enter field. Enter a valid value, e.g. " 1234abcd ".
21.	Enter the desired information into the Mother's Maiden Name field. Enter a valid value, e.g. " SMITH ".
22.	Enter the desired information into the field. Enter a valid value, e.g. " TOPEKA ".
23.	Enter the desired information into the field. Enter a valid value, e.g. " 01011960 ".
24.	Enter the desired information into the Default Authorizing Official field. Example " DUCK ".
25.	Press [Tab] .
26.	Click the OK button. A small rectangular button with the word "OK" centered on it.
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28.	Congratulations on completing the UTS (Initial Log On) tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.